

District N-4 100% TREASURER

Contact Information:

Name: _____ Club _____ Club membership _____ Date: _____

Signature's: President _____ Zone # _____ Chair: _____

Eligibility: Shall have served as Club Treasurer at least 6months between 1st July and 30th June 20__ - 20__

Candidate must be a Lion in good standing in a Club in good standing, at the time s/he is being nominated.

Form must be submitted to appropriate District Governor after 30 June and by 15 July at, N4IPDG@lionsn4.ca

1. Lions promotion:

- Lion wears appropriate Lions emblem at Lions meetings, activities and PR events Yes No
- Lion is a positive example of the objects, ethics and mission of Lionism Yes No

2. Meeting Attendance:

Club Meetings: _____%; Zone Meetings: # _____; District: # _____; MD Meetings: # _____

Visits to other Clubs: # _____; Other Lions events: # _____

3. Duties:

This treasurer:

- Reviewed, and followed, the Club Officers Manual, provided online by LCI Yes No
- Was bonded for handling Club finances Yes No
- Met with the President, Secretary, past President and Past Secretary in August to prepare for the year Yes No
- Presented a balanced budget at the first general club meeting for the year Yes No
- Revised the budget as necessary to account for changes in revenue or expenses Yes No
- Notified the President when there was a budgeted donation due for presentation Yes No
- Notified the President and the Board of any financial issue that required attention Yes No
- Ensured a comprehensive review of all Club financial books and records, prior to taking office Yes No
- Kept accurate, detailed, record of all project finances Yes No
- Ensured that all Club spending was within the approved budget Yes No
- Received dues revenue from the Secretary, who recorded the amount received, from whom Yes No
- Provided monthly financial statements to Club members for Activities and Administration accounts Yes No
- Kept up-to-date on paying all financial obligations, invoices or financial commitments Yes No
- Distributed dues invoices to Club members at the first meeting, following the club budget approval Yes No
- Maintained accurate financial records, and gave reports, of all club financial transactions Yes No
- Made the financial books available for review at any time, by any Club Lion Yes No
- At year end, prepared all books for an audit, by individuals not involved in managing Club finances Yes No

4. Committee Memberships:

The Treasurer:

- Chaired the Finance Committee Yes No
- Assisted Directors, Committee Chairs, in preparing and managing project budgets and reports Yes No

DG Notes:

This Club Treasurer met all the requirements for 100% Treasurer and is granted the:

- 100% Treasurer's Award: Yes No